

# LEARNING AND WORKFORCE DEVELOPMENT FORUM

**THEME: [Setting Sail for a Collaborative Workforce!](#)**

<b>Sunday Oct. 31, 2010</b> ARRIVAL OF HC-20 STAFF	
<b>Monday Nov. 1, 2010</b> HC-20 STAFF - La Ventana Room / NNSA Meeting - Ocotillo Meeting Room	
8:30 – 12:00	HC-20 Meeting – Plenary Session, La Ventana Room (Lunch on your own) <ul style="list-style-type: none"><li>• Kick-off w/ Forum Objectives</li><li>• Introduction of New Organizational Structure</li><li>• Discuss Roles and Responsibilities</li><li>• Facilitated Discussion Around Organizational Change</li></ul>
1:00 – 4:30	HC-20 Meeting – Continuation of Facilitated Discussion Working Groups NOTE: <a href="#">Joellen Jarrett and John Perreault Coordinating the p.m. facilitated session</a>
1:00 – 5:00	NNSA Meeting - Ocotillo Meeting Room
5:00 – 6:30	FORUM PRE-REGISTRATION (Training Community)

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<b>Tuesday November 2, 2010 COMBINED MEETING FOR TRAINING COMMUNITY – Sandia Ballroom V</b> <b>8:00 – 8:30 Continental breakfast</b>	
8:30 – 9:00	<p>Opening Address: Fletcher Honemond, DOE CLO (Suggested) Forum Objectives:</p> <ul style="list-style-type: none"><li>• Strengthen Relations Across the DOE Training Community</li><li>• Clarify Roles &amp; Responsibilities to Better Work Together</li><li>• Promote Shared Best Practices Across the DOE Training Community</li><li>• Introduce New Organizational Structure to DOE Customers</li></ul> <p>Training Community Meeting Discussion (David Rosenmarkle)</p> <p><b>Vendor Exhibits will be set up in the Pre Con Hallway (10 tables)</b></p>
9:00 –12:00	<p>Facilitated Session with Breakout work groups Breakout rooms: Pinon Meeting Room, Agave Meeting Room, Ocotillo Meeting Rooms I and II Notes: Have a template to help facilitate discussion.</p>
<b>11:30 – 1:00</b>	<b>Luncheon Speaker: Dr. Donald Kirkpatrick, Evaluating Training Programs: Transformation to Level Four Sandia Ballroom VI-VIII</b>
1:00 – 4:00	<p>Facilitated Session with Work Group Report-out</p> <p>Breakout rooms: Pinon Meeting Room, Agave Meeting Room, Ocotillo Meeting Rooms I and II Notes: <a href="#">Dave Rosenmarkle is the day organizer</a></p>
5:00 -6:30	<p>Late Registration (Monica Bradley and other Staff TBD)</p>
<b>6:00 – 8:00</b>	<b>Community Reception La Ventana Room - Sponsored by HC-20 (Customer Recognition)</b> <b>Light refreshments</b>

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<b>Wednesday, November 3, 2010 – Plenary Session Sandia Ballroom IV-V</b>					
<b>7:00 – 8:00 Continental Breakfast</b>					
8:00-8:10	Forum Welcome: Rich Sena, Deputy Director, NNSA Service Center				
8:15 – 8:45	Michelle Fox (EE), Technology Demo				
8:45 –9:30	Serena McIlwain, Strategic Partnership				
9:30 – 9:55	Tony Nguyen, DOE Hiring Reform Overview				
Break	Pre Con Hallway (Coffee and Exhibitors)				
<b>CONCURRENT SESSIONS</b>					
NOTE: Tracks are derived from the 5 C’s – Competency, Cooperation, Communication, Credibility, and Completion, that HC-20 will employ as part of its Learning and Development Strategy					
	<b>Competency Pinon Meeting Room</b>	<b>Cooperation Sandia Ballroom IV-V</b>	<b>Communication Agave Meeting Room</b>	<b>Credibility Ocotillo Meeting Room I &amp; Room II</b>	
10:00-11:00	Creating Highly Effective Teams Dr. Jackie Hood Keystone International (1 hour)	Environmental Justice Workshop John Rosenthal & Dr. Sajwan	Giving Stress-Free Briefings Dave Griffiths Colleague Consulting (2 hours)	DOE Hiring Reform Implementation and Metrics Tony Nguyen (2 hours)	Applying Learning Measures Larry Mercier (1 hour)

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11:00 – 12:00	Managing and Resolving Workplace Conflict Dr. Jackie Hood Keystone International (1 hour)	Environmental Justice Energy Panel Discussion: Melody Bell, Acting Director, Office of Program Execution Support; Malika Hobbs, Massie Chairs of Excellence; Lessie Price, South Carolina State Delegate	Giving Stress-Free Briefings (continued)	DOE Hiring Reform Implementation and Metrics (continued)	Executive Coaching 24/7 Penny Potter Colleague Consulting (1 hour)
12:00- 1:00 Lunch in the Atrium Speaker to Be Sponsored by EJ					
1:00 – 2:00	Collaboration Workshop Jo Ann Romero Strategy Works (2 hours)	Environmental Justice Native American Presentation Steve Grey, Lawrence Livermore National Laboratory, Derrick Watchman, Navaho Nation Gaming Enterprise	Writing as a Leadership Skill – Less is More! Dave Griffiths Colleague Consulting (3 hours)	How To Audit and Benchmark Your Training Function Jean Barbazette The Training Clinic (2 hours)	Applying Learning Measures Larry Mercier (1 hour)
2:00 – 3:00		Native American Community Meeting (facilitated)			(OPEN Space – TBD)
3:00 – 4:30		"Personal Communication Skills: Still Important in the Digital Age" Dave Rosenmarkle (1 hour)		Environmental Justice Native American Community Meeting (facilitated)	Online Learning User Workgroup Fletcher Honemond (1 hour)
6:00 – 8:00 LM /EJ Sponsored Evening Reception - La Ventana Room					

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Planned DOE Evening Social Outside of Hotel TBD (Tammy James POC)				
Thursday, November 4, 2010 Sandia Ballroom V				
7:00-8:00 am Plenary Session Room TBD Continental Breakfast, Conference Announcements, Etc.				
8:00 – 9:00	Keynote Address: Succession Planning – Dave Amaral			
9:00 – 9:45	Exhibitors			
9:45 – 10:00	Break			
CONCURRENT SESSIONS				
	Competency Pinon Meeting Room	Cooperation Sandia Ballroom IV-V	Communication Agave Meeting Room	Credibility Ocotillo Meeting Room I
10:00 – 11:00	Customer Engagement – A Performance Consulting Approach Joellen Jarrett (1 hour)	Environmental Justice Environmental Protection Agency Presentation	Writing as a Leadership Skill – Less is More! Dave Griffiths (2 hours)	Succession Planning Workgroup Meeting Serena McIlwain (1 hour)
11:00 – 12:00	Competency –Based Workforce Development Joellen Jarrett (1 hour)	Environmental Justice Agency Approach to EJ- Interagency Panel , EPA, HUD, Department of Justice-Quentin Pair, Department of Interior- Willie Taylor		(OPEN Space TBD)

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<b>11:30 1:00 Lunch Sponsored by LM - Atrium Keynote Speaker Robert G. Stanton, Senior Advisor to the Secretary, Dept of Interior- Sponsored by EJ</b>				
1:00 – 2:00	Intern and Student Programs and IDP Kimberly Chappell - HC-13 (1 hour)	Environmental Justice Legislative presentation on EJ	Giving Stress-Free Briefings Dave Griffiths (3 hours)	DISC Behavior Tool Victoria Frank (2 hours)
2:00 – 3:00	Training Needs Assessment John Perreault - HC-21 (1 hour)	Environmental Justice State of New Mexico presentation on EJ		
3:00 – 4:30	TBD Possible time set aside for workgroups to prep for report-out sessions.	Environmental Justice State of New Mexico discussion on implementation of NM EJ order	TBD Possible time set aside for workgroups to prep for report-out sessions.	The Ocotillo II breakout room <u>is not</u> available after 3:00 p.m. , on Thursday, November 4, 2010



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**THEME:** **Setting Sail for a Collaborative Workforce!**

**Friday, November 5, 2010**

**8:00 – 8:30 am – Continental Breakfast**

8:30 – 12:00 noon

Plenary Session: Fletcher Honemond

Report out and Feedback sessions

Next Steps

Forum Adjournment

(lunch on your own)

- **Agenda subject to change.**